

UPKEEP OF THE FINISH LIBRARY AND FURNITURE CATALOGS

The Office of Facility Management (OFM) maintains an architectural finish library. The library, which consists of carpet, wall covering, paint, ceiling tile, and furniture catalogs, is available to all Clinical Center (CC) employees during the business hours of 7 am to 5 pm, Monday through Friday. Appointments are not necessary to view the furniture catalogs. This policy establishes guidelines for the upkeep and maintenance of the library.

POLICY FOR FINISH LIBRARY

The Administrative Officer (AO) or designee maintains the library and makes sure materials are current.

- Binders are filed in alphabetical order and by type of product (carpet, paint, wall covering).
- General calls from sales representatives wishing to schedule an appointment should be referred to the AO.
- Products and materials that are not appropriate for hospital use will be returned to the sales representative or thrown out. The decision of "appropriateness" is determined by the AO.
- All materials must meet Life Safety Code flame-spread requirements.

POLICY FOR FURNITURE CATALOGS

Only furniture manufacturers on the General Services Administration (GSA) Federal Supply Schedules (FSS) are kept in the finish library. The OFM is on the FSS mailing list and receives updates and new schedules.

- When a new schedule is issued, the office clerk mails out a letter to each manufacturer requesting their catalog. The form letter can be found on the server. (slate/bldgserv/WP6.1/ann/fss/form)
- When a new catalog is received, it is filed in alphabetical order on the furniture shelves.
- The FSS are filed by schedule number in the lateral files next to the library.
 - Literature received without a binder is filed with the appropriate schedule in the lateral file.

- All supporting documentation from GSA also is filed with the appropriate schedule.
- CC employees who wish to check out furniture binders must sign out the material. The sign-out sheet is located at the library.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director